

# Fressingfield Parish Council – Risk Assessments

Risk assessment calculator This will help responsible persons calculate a simple risk rating and guide them when prioritising actions on controls. *Likelihood* is graded: 1 = Low (unlikely), 2 = Medium (possible), 3 = High (highly likely) *Severity* of injury/damage/loss if something happens is graded: 1 = Low, 2 = Medium, 3 = High. Multiply the likelihood by severity to give a priority rating: 1 – 2 = low priority, 3 – 4 = medium priority, 6 – 9 = high priority

Area: Finance					
<u>Hazards/risks</u>	<u>Existing Controls</u>	<u>Likelihood given existing controls</u>	<u>Severity given existing controls</u>	<u>Combined rating</u>	<u>New controls needed?</u>
Banking	No petty cash held. All Council's finance held in accounts with Unity Trust Bank.	L	L	1	no
Loss of cash through theft or dishonesty	Payment and receipt vouchers issued by clerk, countersigned by 2 councillors. This now includes the credit card statement and accompanying invoices. Fin Regs adjusted to cover credit card. Clerk cannot sign cheques nor authorise online payments. Fidelity guarantees in-line with auditor's advice. No petty cash held.	L	L	1	no
The council is unaware of its financial position or how money is moving in and out of its accounts	Monthly bank reconciliation. Payment vouchers and invoices linked to all payments. Two signatories for cheques (councillors). Two different councillors check and authorise payments online. Reconciliation report reviewed and signed by these councillors and presented to full council at its next meeting. Contains details of ring-fenced commitments and monthly surplus. Internal and external audits Financial report made to every full council meeting. Quarterly review during Finance Committee meetings	L	L	1	no
Compliance with HMRC regulations	Regular training for RFO by SALC. VAT payments and claims made. Internal and external audits provide checks. Clerk's tax position advised SALC. Use of HMRC online Basic PAYE Tools. The RFO will have an operations manual that is updated regularly.	L	L	1	no

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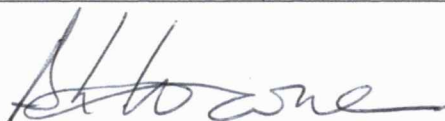
Area: Finance					
Hazards/risks	Existing Controls	Likelihood given existing controls	Severity given existing controls	Combined rating	New controls needed?
Precept is set based on poor understanding of current financial position and few ideas for development	Reconciliation sheets presented to full council at each meeting. The finance committee monitors expenditure and income against the budget, quarterly. Finance Committee compiles draft budget for the coming financial year for agreement/amendment at a full council meeting in December. Precept info includes detailed analysis of effects of different sized precepts over 3 years, including actual and % rise/reduction.	L	L	1	no
Budget plans based on most of contingency being unspent. What if it must be called on?	Reduction of existing non-essential lines in the budget Increase precept following year	L	M	2	no

Area: Assets					
Protection of physical assets	Caretaker assesses assets during her weekly rounds. Ensures timely maintenance. The level of insurance is reviewed annually.	L	L	1	
Major fault develops or repair needed	Contingency, precept	L	H	3	Advice on grants. Increase precept substantially Local government loan

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Area: Liabilities					
Hazards/risks	Existing Controls	Likelihood given existing controls	Severity given existing controls	Combined rating	New controls needed?
Risk to 3rd parties	Risk assessments carried out when required for public events e.g. Remembrance Sunday commemoration Insurance in place. Level of cover reviewed annually	L	L	1	no
Legal liability of asset ownership e.g., cemetery	Clerk and village caretaker inspect assets regularly. Any issues are raised with the council. Insurance in place. Paying for repairs/refurbishment	L	L	1	no
Employment Law	The council has membership of advisory bodies (SALC and NALC), and professional bodies through the clerk	L	L	1	no
Comply with HMRC requirements	Internal and external audit. The RFO uses software supplied by HMRC (Basic PAYE tools). RFO has developed a greater understanding of HMRC requirements/deadlines. The RFO is writing an operations manual that is updated regularly.	L	L	1	no
Council acts within the law	Clerk clarifies legal position on any new proposal. Power to act recorded on payment worksheet. Legal advice to be sought where necessary (SALC, NALC, SLCC)	L	L	1	no
Proper and timely reporting via minutes	Council meets regularly and receives and approves minutes of previous meeting in accordance with Transparency Code. Minutes available via website and noticeboards.	L	L	1	no
Proper document control	Legal documents held by clerk. Copies of all electronic documents are backed up from the clerk's laptop on Microsoft's One Drive. Paper copies of minutes are also kept securely with the clerk. Past minutes stored at County Archive. External SSD used for 2 <sup>nd</sup> backup	L	L	1	no
Councillor propriety	Register of interests completed and updated as required. Review and adoption of the code of conduct, and review of entries on the county held register of interest are agenda items each May. Previous problems accessing the clerk's portal to online register of interests have been resolved. NB new Code of Conduct 2022	L	L	1	Arrange training on new code of conduct

Signed:



Chair of Fressingfield Parish Council

Date 15/03/2022